



CITY OF HOUSTON

Job Posting

AP

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	ADMINISTRATION MANAGER
Posting Number	PN# 109521
Department	Department of Public Works & Engineering
Division	Public Utilities Division
Section	Operations Support Branch
Reporting Location	611 Walker*
Workdays & Hours	M - F, 7:30 a.m. – 4:30 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages major divisional payroll function; establishes goals and evaluates section performance, develops and evaluates subordinates, develops and manages budget. Directs and reviews the development, implementation and maintenance of specific department projects and/or policies. May manage division human resources and financial operations, including employee relations, payroll, budget planning, and accounting procedures. Coordinates special projects, including planning, research, presentations, promotions and evaluation. Directs staff services, in payroll administration. Interviews job applicants and oversee division payroll procedures and maintains of division payroll and attendance records. Investigates special problems encountered by employees; responds to calls from the general public that extend beyond the normal scope of subordinates. Provides leadership, guidance, training and advice to subordinates.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of pertinent, progressive professional experience in payroll personnel, administration, accounting or a closely related field are required. A Master’s degree in Business Administration, Public Administration or closely related to the work being performed may be substituted for two (2) years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants who have two or more years of City of Houston payroll experience using GHRS and over five years experience as a supervisor.

SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 26

\$1,587 - \$2,302 Biweekly \$41,262 - \$59,852 Annually

OPENING DATE March 22, 2006

CLOSING DATE April 04, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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